

ORGANIZATIONAL WORK INSTRUCTION

HS50

SENIOR EXECUTIVE SERVICE STAFFING QUALIFICATIONS DETERMINATIONS

**APPROVING
AUTHORITY**

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	03/21/05	Revised CD10-OWI-014 Revision B to change name of responsible organization from Employee Services & Operations Office to Strategic Performance and Incentives Office as referenced in section 1.Purpose, 5. Instructions, and 9. Records. Also changes name of responsible party reflected in section 9 from Personnel Management Specialist to Executive Resources Manager.
Revision	A	08/26/05	Various clerical changes
Revision	B	03/10/06	Various clerical changes
Revision	C	09/22/2006	Various clerical changes
Revision	D	09/13/2007	Various clerical changes
		07/17/2008	Document Review
Revision	E	01/28/2009	References to "Employee Services & Operations Office" deleted and replaced with: "Human Resources Services Office."

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1. PURPOSE

This Organizational Work Instruction (OWI) sets forth the process by which the Human Resources Services Office makes qualifications determinations for Senior Executive Service positions.

2. APPLICABILITY

This instruction is applicable to all SES vacancies at Marshall Space Flight Center.

3. APPLICABLE DOCUMENTS

NPR 3100.1 Management of the Senior Executive Service

NPR 3317.1 Senior Executive Service Career Appointee Merit Staffing in NASA

Office of Personnel Management, Senior Executive Service Desk Guide, Working Draft

5 C.F.R., Part 214, Subpart D

5 C.F.R., Part 317

Title 5, United States Code 3131

Title 5, United States Code (U.S.C.), 3392(a)

Title 5, U.S.C. 3393(b through e)

Title 5 U.S.C. 3132(b)

4. DEFINITIONS

- 4.1 Executive Position Manager (EMP) - Officials-in-charge of Headquarters Offices (OIC's) and Center Directors that manage the NASA executive resource system within their organizational jurisdiction. EMP's implement SES management policy and processes in their organization, including the following: SES performance appraisals, Presidential Rank and bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates. At MSFC this authority rests with the Center Director.
- 4.2 Executive Resource Panel (ERP) - A Panel comprised of three or more career SES employees. ERP's identify qualified candidates for vacant SES career positions when

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recruiting outside the SES. ERP's may be appointed to serve a fixed term or to assist the EPM with a specific staffing action. The ERP shall include or be composed of employees outside of the EPM's organization, including members from other agencies.

- 4.3 Executive Resources Program Manager (ERPM) - The individual responsible for all aspects of MSFC's Executive Resources Program coordination, including the Senior Executive Service (SES), NASA Excepted (NEX), Scientific/Professional (ST) and Senior-Level (SL) positions, the Senior Executive Service Candidate Development Program, and SES performance management, and awards programs.
- 4.4 Senior Executive Service (SES) - A personnel system separate from the competitive and excepted services. SES executives serve under the President's top appointed officials, such as heads of departments and agencies. At NASA, SES incumbents are appointed by the Administrator and are above General Schedule(GS)/General Merit(GM)15.

5. INSTRUCTIONS

- 5.1 Qualification requirements for SES positions are established for each position by the EPM in cooperation with the ESO.
- 5.2 Guidelines established in Section 3 shall be adhered to in all matters related to qualifications determinations of SES positions.
- 5.3 Basic qualifications determinations are performed by the ERPM.
- 5.4 Before an employee/applicant is referred for consideration to the ERP at the Marshall Space Flight Center, the ESO shall first determine whether the employee/applicant meets the minimum qualifications established for the position.
- 5.4.1 A narrative description of the employee/applicant's experience related to specific technical qualifications established for the position is recorded on a Qualifications Data Sheet.
- 5.4.2 The Qualifications Data Sheet is attached to the employee/applicant's application and is maintained in the official announcement file.

6. NOTES

Official Records are maintained in HS50.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

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8. APPENDICES, DATA, REPORTS, AND FORMS

Qualifications Data Sheet

9. RECORDS

Record Type: SES Announcement folders
Responsible Party: Executive Resources Program Manager
Location: Human Resources Services Office
Building 4200
Room 344C

Records Retention Schedule: Records are maintained within the Office of Human Capital and are established, maintained, and disposed of in accordance with SES records disposition schedules contained in NPR 3317.1. The staffing folder (including qualifications records) shall be maintained for 2 years after the date of initial appointment (or the closing date of the announcement if no selection is made) or until audited by Office of Personnel Management, whichever comes first.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None